

INVOLUNTARY PETITION

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Open Involuntary Case**.
- STEP 3.** **Open Involuntary Case** screen displays.
- ☐ **Case type:** Accept the default of **bk**.
 - ☐ **Chapter:** Select **7** or **11**.
 - ☐ **Joint Petition:** Accept the default of **n** (no).
 - ☐ **Deficiencies:** Accept the default of **n** (no).
 - ☐ Click **Next**.
- STEP 4.** The **Search for a party** screen displays.
- ☐ Enter party information beginning with the petitioning creditors and ending with the debtor information. Please refer to the Style Guide to add parties.
 - ☐ Select the correct party role for petitioning creditors and debtor.
 - ☐ Click **End party selection**.
- STEP 5.** The **Divisional Office** will appear based on the county code (county entered for the debtor).
- ☐ Confirm correct divisional office.
 - ☐ Click **Next**.
- STEP 6.** Message displays: **Change the Voluntary field to INVOLUNTARY on the SARD screen**.
- ☐ Click **Next**.
- STEP 7.** The Statistical Information screen displays.
- ☐ Select the **Type of debtor** (defaults to individual).

- ☐ **Fee status:** Accept the default of **Paid**.
- ☐ **Nature of debt:** Select **consumer** or **business**.
- ☐ **Voluntary:** Change to **involuntary**.
- ☐ **Origin:** Accept the default of **Original**.
- ☐ **Date split/transfer:** Leave blank.
- ☐ **Asset notice:** If Chapter 7 select **No**; if Chapter 11 select **Yes**.
- ☐ **Estimated number of creditors:** Select the appropriate numbers, if known.
- ☐ **Estimated assets:** Select the appropriate numbers, if known.
- ☐ **Estimated debts:** Select the appropriate numbers, if known.
- ☐ Click **Next**.

STEP 8. The **Select event** screen displays.

- ☐ Select **Involuntary Petition (Chapter 7 or Chapter 11)**.
- ☐ Click **Next**.

STEP 9. Click **Browse** to select the appropriate PDF to attach.

- ☐ Verify fee.
- ☐ Click **Next**.

STEP 10. A case verification screen displays.

- ☐ Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 12. Over the top of the **Notice of Electronic Filing** screen, the **Electronic Payment** screen will display.

- ☐ Click **Pay Now** to pay all fees due to the court.
- ☐ Click **Continue Filing** to file another case or document.
- ☐ The **Notice of Electronic Filing** screen displays with the case number assigned.